

## Employing Non-Citizens

### **The law guarantees equal treatment when hiring, firing, and on the job.**

Employers have the right to:

- Ask all new employees (both citizens and non-citizens) to show documents that establish identity and work authorization.
- Request re-verification documents as necessary.
- Base decisions about firing on job performance and behavior.
- Establish written codes of conduct and performance standards.
- Expect that all employees perform their jobs as defined by their job description.

More information  
on reverse

**Seattle Office for Civil Rights**  
206-684-4500  
TTY 206-684-4503  
[www.seattle.gov/civilrights](http://www.seattle.gov/civilrights)

### **Non-U.S. citizens with work-eligibility have the same workplace rights and responsibilities as citizens.**

- Non-U.S. citizens can show proof of their identity and work eligibility with many different documents.
- Employers are required to accept papers that a job applicant chooses to provide, as long as they are on the federal government's list of acceptable documents.
- Employers who accept documents in good faith will not be held liable if the papers prove to be false.
- Avoid "citizenship-only" hiring policies.
- For a complete list of acceptable documents, visit SOCR's "Employing Immigrants" web site at [www.seattle.gov/employingimmigrants](http://www.seattle.gov/employingimmigrants) -or -  
The U.S. Department of Justice at [www.usdoj.gov/crt/osc](http://www.usdoj.gov/crt/osc)

### **Want more information?**

Contact the Seattle Office for Civil Rights at 206-684-4500, or visit [www.seattle.gov/civilrights](http://www.seattle.gov/civilrights)

Other resources: <http://www.eeoc.gov/qs-employers.html>